

# KiMo Theatre

## Rental Application Information

**Submission of an application, and payment of the booking deposit, does not guarantee your rental.**

The KiMo Theatre seats 650 persons and is available for rental by any individual or group with a general arts, entertainment or educational purpose. The KiMo Theatre is a registered Historic Landmark and is handicapped accessible, with limitations.

Call the KiMo Theatre, (505) 768-3522, to inquire about availability, costs and restrictions before submitting an application. Preservation restrictions, physical limitations within the building, Fire Code regulations and previously scheduled events may affect or prevent your proposed event.

Fill in the application and advance worksheet as completely as possible. An incomplete application will delay the processing of your request. You will be contacted by KiMo staff to discuss specifics of your proposed event and approximate rental costs.

The City may deny a permit application if the Mayor determines that the proposed use is not in the best interest of the City.

Approval of your application will be followed by a meeting for the signing of a Rental Contract.

**Do not advertise or sell tickets to your event until after the Rental Contract is signed by all parties.**

**Booking Deposit** Non-refundable, due with application.

\$250 for Non-profit organizations

\$500 for Commercial organizations

**Damage Deposit** Refundable after the event if there is no damage to the building.

\$500 Non-Profit

\$1000 Commercial

### **Insurance**

Renter must have General Liability Insurance in the amount of \$1,000,000 naming *the City of Albuquerque as additional insured*. Renter must present a Certificate of Insurance to the KiMo Theatre no later than 10 working days before move in.

**The KiMo Theatre is a smoke free environment.**

# KiMo Theatre

## Rental Application

Please fill in the following information as completely as possible. Incomplete information will delay the processing of your request. If you need assistance, call us at (505) 768-3522.

**Organization** \_\_\_\_\_

**Contact Person/** \_\_\_\_\_ **Daytime**  
**Producer** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_ **Cell** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Commercial** \_\_\_\_\_ **Non-profit** \_\_\_\_\_ **Fed. Tax ID #** \_\_\_\_\_

Renter must provide proof of non-profit / 501(c)3 status.

**Name of Proposed Event** \_\_\_\_\_

**Description of Event** \_\_\_\_\_

\_\_\_\_\_

Is this event open to the public and suitable for all ages? Explain \_\_\_\_\_

\_\_\_\_\_

**List all dates and times you wish to use the theatre.** Attach a separate sheet if needed.

Include all the starting and ending times for each activity listed below.

Move In and Set-up \_\_\_\_\_

Rehearsal(s) or sound check \_\_\_\_\_

Performance(s) \_\_\_\_\_

Load-Out & cleanup \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Producer

**Return this completed application to:**

KiMo Theatre  
423 Central NW  
Albuquerque, NM 87102

## EVENT WORKSHEET

### TICKETS

If you have questions about ticketing, please call our ticket office at (505) 768-3544.

Will tickets be sold for this event? General Admission \_\_\_\_\_ Reserved \_\_\_\_\_ No \_\_\_\_\_

How do you plan to advertise your production? All advertising must include the name and phone number of the ticketing service and the KiMo Theatre ticket office.

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### FRONT OF HOUSE

In the event that you are not available, please name another person who can be responsible for your production. \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_

Who will be your Front of House Manager? \_\_\_\_\_  
Your Front of House Manager remains in the lobby during the entire performance.

Who will be your 'at the door' ticket sellers? \_\_\_\_\_  
These persons sell tickets from at least 1 hour before the show and until thirty minutes after the show starts. You must provide your own change bank for 'at the door' ticket sales.

Will you provide your own ushers? Yes \_\_\_\_\_ No \_\_\_\_\_ A minimum of 8 ushers are required, no one under the age of 18. Ushers must arrive 1 hour before show-time and remain until the end of the show. The KiMo can provide ushers, \$65.00 per performance, payable to the head usher prior to the event.

Will there be an Intermission? Yes \_\_\_\_\_ No \_\_\_\_\_ When and how long? \_\_\_\_\_

Do you want to sell or display anything in the lobby?

Yes \_\_\_\_\_ No \_\_\_\_\_ What type of items? \_\_\_\_\_

Will you be taping, photographing or broadcasting your event? Yes \_\_\_\_\_ No \_\_\_\_\_

Who will provide these services? \_\_\_\_\_ Phone \_\_\_\_\_

Is the media invited to this event? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Explain \_\_\_\_\_

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## BACKSTAGE / TECHNICAL

Please contact the KiMo Technical Manager with any questions regarding this section. (505) 768-3578.

**Smoking, alcoholic beverages and controlled substances are totally prohibited on and backstage.**

Who is your technical director / production coordinator? \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_ Cell \_\_\_\_\_

Will you need to use the dressing rooms? Yes \_\_\_\_\_ No \_\_\_\_\_

How many performers? \_\_\_\_\_ Maximum dressing room capacity is 45 persons.

Will you have performers under the age of 18? Yes \_\_\_\_\_ No \_\_\_\_\_ How many? \_\_\_\_\_

You must provide at least 1 chaperone for every 10 underage performers.

Will you provide your own technical staff? Yes \_\_\_\_\_ No \_\_\_\_\_ The KiMo can provide equipment operators or stage labor, at \$19 per hour / per person.

Some basic lighting and sound equipment is included in the rental of the facility. Ask the KiMo Technical Manager for equipment lists and rental prices, confirm the availability of critical items.

Describe the technical needs of your production. Attach copies of any drawings, plans or technical riders. List all equipment to be used.

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There is no scene shop or storage space at the KiMo. Scenery construction and painting are not allowed in the facility. Scenery must be stored onstage. There is no fly system.

**Special effects and potentially harmful situations are prohibited unless reviewed in advance and approved by the KiMo Technical Manager and/or the Fire Marshall. Non-disclosure can result in the cancellation of your event.** Ask the KiMo Technical Manager for the guidelines regarding animals, flame, food and liquids, firearms and other weapons, incense and smoke effects, strobe lights, fog, etc.

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